

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

**In re:**

**Administrative Order 01-4**

**LOCAL FORM “COVER SHEET TO  
ACCOMPANY ITEMS SUBMITTED FOR  
SEALING OR IN CAMERA REVIEW”**

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In accordance with 11 U.S.C. § 107, Bankruptcy Rules 1007(j) and 9018 and Local Rule 5003-1(C), the court may consider requests to seal or restrict access to documents that otherwise would be available as public records. In order to expedite the processing of such requests, it is

**ORDERED** that, effective April 16, 2001:

1. Use of the Local Form “Cover Sheet to Accompany Items Submitted for Sealing or In Camera Review” is required in this court.
2. This form, with Items I-III to be completed by the filer, is required to accompany:
  - A. Sealed motions, either filed in advance of filing sealed documents or accompanied by sealed documents. (If both the motion and the sealed document are filed together as sealed items, only one cover sheet is required with the appropriate indication in section III of the form.);
  - B. sealed documents accompanied by unsealed motions to seal; and
  - C. sealed documents being filed pursuant to a previously entered order allowing the document to be filed as sealed. (If a sealed document is being filed

pursuant to a previously entered order allowing the document to be filed under seal, a notice of filing sealed item and copy of the order directing sealing (unless order is sealed also) must accompany the cover sheet and sealed documents.)

3. The local form "Cover Sheet" is to be filed in addition to, not in place of, a motion to seal or grant in camera inspection.

4. Local Rule 5003-1(C) provides for documents to be unsealed at the time a case is administratively closed. If movant request that the documents remain under seal after closing, the motion should include this request.

**ORDERED** in the Southern District of Florida on March 16, 2001.

/s \_\_\_\_\_  
ROBERT A MARK  
Chief United States Bankruptcy Judge

c: Clerk of Court